



SENIOR MANAGEMENT ANALYST
PURCHASING & PROCUREMENT

City of Goleta
Goleta, California

Salary: \$103,580 to \$132,198 annually plus excellent benefits.

The City offers a highly competitive benefits program, including: • Generous Vacation and Sick Leave Accrual • 80 Hours of Management Leave Per Fiscal Year • Optional 9/80 Work Schedule • 12 Fixed Holidays, One Floating Holiday • Flexible Benefit Plan Allowance for Payment of Health, Dental and Vision Insurance • City-paid Life Insurance • City-paid Long-Term Disability • Retirement Plan • Deferred Compensation ICMA 457 Plan • Flexible Spending Account Programs

****PLEASE NOTE:** This recruitment is open until filled and may be closed at any time without prior notification** Who We Are The City of Goleta is located on the Central Coast of California just north of Santa Barbara and is ranked in Livability's 2016 "Top 100 Best Places to Live." The City has the warmth and charm of a small town. Beaches and well-maintained parks and open spaces add to its attraction. Contributing to this young community's outstanding quality of life are the City's low crime rate, mild coastal climate, and desirable location. Our Culture The City of Goleta is a great place to work, offering a unique array of experiences in the central coast of California. Our diverse group of employees are dedicated to serving our citizens and enhancing the functions of public administration through innovation and partnerships in the community. The City offers flexible scheduling and a hybrid workplace. Most employees have the option to work remotely up to 3 days per week with at least 2 days at City Hall. Opportunity The Senior Management Analyst position in the newly formed General Services Department serves as the designated Purchasing Agent for the City of Goleta. The successful candidate will assist departments in all procurement processes, including standard purchase order approvals to more complex solicitation processes, such as preparation of bid specifications and scopes of work, bid evaluation and selection, and development of contract documents. The Senior Management Analyst confers and guides City departments in the proper applications of the City Purchasing Code, preparation of resolutions, quick quote processes, formal bid and sole source processes, and professional services contracts, and assists departments to evaluate purchasing requests and resolve concerns related to funding availability, leasing and purchasing options, advertising and bid preparation practices. This position will also audit various procurement actions for compliance with federal, state, and local codes; will recommend changes to the Municipal Code to streamline or improve procurement, and will develop, implement, and conduct training on purchasing policies and procedures to ensure compliance with applicable policies, codes, and statutes.

The successful candidate will understand and have experience with California Public Contracting Code and public contract law; public sector purchasing standards, principles, practices, methods, and techniques associated with bid development, purchasing, and contract negotiation and administration; public notice and advertising standards and requirements; demonstrated experience understanding and interpreting complex bid specifications; and experience in explaining purchasing requirements and procedures both informally and in formal training settings. The ideal candidate has a bachelor's degree or equivalent in public administration, business administration, or a related field, and has four (4) years of responsible administrative and analytical experience, preferably within a local government environment, including one (1) year of supervisory experience; and experience in the collection, compilation, and analysis of data involving financial, budgetary, operational, or administrative issues.

Apply before August 11, 2022. ****PLEASE NOTE:** This recruitment is open until filled and may be closed at any time without prior notification**

Apply at: <https://www.governmentjobs.com/careers/goletaca/jobs/3617790/senior-management-analyst?pag e=2&pagetype=jobOpportunitiesJobs>